

TABCO MEMBERS

BCPS Transfer Process Guide

What's it all about?

- * Voluntary Transfer
 - * Involuntary Transfer
 - * Potential Priority Transfer
 - * Priority Transfer

What are your rights and responsibilities?

This information has been put together by TABCO to assist members through the voluntary and involuntary transfer process in Baltimore County. If you have any questions or need assistance, please contact your UniServ Director at 410-828-6403.

Membership Pays!

March 2020

TABLE OF CONTENTS

Introduction	3
Master Agreement Language	4-7
BCPS Identifying and Selecting Priority Transfer Teacher(s) (PTT)	8
Human Resource Staffing Contact Numbers	9-12
Transfer Types	13
Staffing Timeline for current year	14-16
Questions and Answers	17-19
BCPS School listing by zone	20-21
Additional items of importance	22

Introduction

Dear TABCO Members,

You are a member of an association that services all the certificated educators in Baltimore County. It is my honor to advocate on your behalf on issues impacting the teaching and learning environment in all of our schools individually and as one of the 26 largest school systems in the United States.

TABCO's Board of Directors and UniServ staff work very hard to represent you – the dedicated professionals in the field – in the decision making process at all levels. In the political arena, in the media, with BCPS officials, and wherever we can be, we work toward the goal of continually bettering our profession and your lives. I am proud to be your president and to work in solidarity with not just the TABCO Board and UniServ staff, but all TABCO members

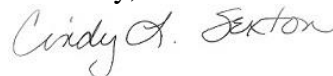
One of our key roles is to educate our members as to their rights in all aspects of the profession. Our rights are written in detail in the Master Agreement that we negotiate each year. As with any large school system, we must maintain and enforce our rights. That is why we are here to advocate and work on your behalf.

This Transfer Process Guide is intended to assist members in their decision-making as they decide to enter the transfer process or for members who are forced into the process due to staffing decisions made at each school site. With the information in this document, we tried to be as inclusive as possible and tried to provide you with as many resources as possible to make the process as beneficial as we can make it under state law.

As you go through the voluntary or involuntary (priority transfer/administrative) process, please refer to the information contained in this document. More importantly don't hesitate to contact your UniServ Director at TABCO for assistance throughout the process.

Our strength is in our numbers; we are stronger together. We hope this helps to strengthen each of our TABCO members throughout the transfer process.

Sincerely,



Cindy L. Sexton
TABCO President

Master Agreement Language
Effective July 1, 2014 – June 30, 2020

*Note: The terms “excess transfer” and “priority transfer” are used interchangeably.

ARTICLE XIV

Transfers and Assignments

General

14.1 Any teacher transferred during the school year to a new school shall be allowed up to two (2) duty days in the school without teaching or other assigned responsibilities for the purpose of packing the materials from the former classroom and establishing the classroom in the new school. The Board will move the teacher’s materials upon request.

14.1.1 Any teacher reassigned during the school year to a new position within the school shall be allowed two (2) duty days without teaching for the purposes of preparing for the new assignment. Whenever possible, no other responsibilities will be assigned.

14.1.2 The Board may identify any vacant positions as reserved to be filled by a newly hired teacher rather than through the transfer process.

Voluntary

14.2 Teachers who want to be considered for a transfer to another school shall file a written statement requesting such consideration with the appropriate personnel officer not later than the established deadline; or within seven (7) days after learning that he/she is to be involuntarily reassigned for the next school year if such knowledge occurs after submission of the Declaration of Teaching Intention (DOI) Form. Any transfer requests submitted after the established deadline shall not require reconsideration or change of any other transfer decision made by the Board prior to receipt of such request.

14.2.1 Any teacher requesting a voluntary transfer shall have his/her request submitted to administrators at work sites to which he/she has requested a transfer.

14.2.2 Vacancies will be entered by the Chief Human Resources Officer or designee onto the BCPS website that will be updated at least weekly.

14.2.3 The Department of Human Resources will publish information describing the transfer procedures, including timelines and telephone numbers, on the BCPS website.

14.2.4 For any position that becomes vacant, the principal should consider voluntary transfer candidates for a transfer prior to offering the position to a new hire.

14.2.5 Teachers who have requested a voluntary transfer or reassignment shall be notified in writing by letter or email, by three (3) duty days prior to the last duty day of the school year for teachers, of the action taken by the Department of Human Resources

on said transfer or reassignment. This action will include: the granting of the transfer or reassignment or, in the absence of the action specified, it will indicate that the request is being held in abeyance with the possibility it can be granted within a reasonable period of time. All requests for voluntary transfers that have not been granted shall remain active until August 1 and may be considered after that date. When a vacancy occurs during the school year and a long-term substitute teacher occupies the vacancy through the end of the school year, consideration will be given to those teachers who requested a transfer to that school during the current voluntary transfer period. This consideration will occur prior to the position being offered to a new hire or any long-term substitute. In the case that the position is filled by a voluntary transfer teacher, this transfer will not count toward the receiving school's transfer limit.

Involuntary/Excess

14.3 When an involuntary transfer is necessary due to excess staffing, the following procedures shall apply:

14.3.1 The principal, with the approval of the Executive Director, shall determine which tenured or highly effective or effective second year probationary teacher is to be involuntarily transferred based on the best interests of the students and the program of instruction.

14.3.2 A teacher, who is subject to partial involuntary transfer, shall be reassigned to one school when administratively feasible subject to the provisions of this section of this Agreement.

14.3.3 An excess teacher, who so desires, may be returned to his/her previous school if an appropriate vacancy occurs by July 25, or later if the teacher has not been assigned elsewhere. Consideration may be given if the vacancy occurs after July 25.

14.3.4 When a part-time position, including one which is part of a split assignment, expands to a greater FTE, the Board shall offer the new position to the incumbent teacher who held the part-time position if the teacher's performance is effective and the expansion is within the limits of the total staffing allotment. If the incumbent teacher is offered and refuses to accept the expanded position, then the Board may involuntarily transfer that teacher so that another teacher may be assigned to the total position.

14.3.5 Teachers in closed schools or schools where students are involved in the opening of a new school will be given the opportunity to transfer to vacancies made available as a result of the closing or opening prior to any other transfer considerations. Such teachers will be offered the opportunity to transfer to schools receiving students from their school or to positions in other schools which have been created as a result of boundary lines being re-drawn because of the closing or opening. The voluntary transfer considerations shall be used to select from among the teachers. Any teacher declining or not receiving such a transfer opportunity may be declared excess if necessary and handled as an involuntary transfer in accordance with the other provisions of this Article.

14.3.6 In effecting voluntary transfers and involuntary transfers of excess teachers, whenever possible, voluntary transfer requests will not be acted upon prior to the identification of excess teachers. Involuntarily transferred excess teachers may submit a list of schools, in preferential order, for which they wish to be considered for placement. Every effort will be made to honor their preference. Should such a placement not be available by July 25, the remaining teachers shall then choose placement from any remaining appropriate positions. On July 25, the Association shall receive notification of all teachers not placed and all positions available. A lottery shall be held five (5) working days after July 25 to determine the order in which teachers are given their choice of available positions. An Association representative will be allowed to attend the lottery.

14.3.7 An involuntary/excess transfer will be made only after a meeting between the teacher and the appropriate administrator/supervisor at which time the teacher shall be notified of the reason for the transfer.

Involuntary/Administrative

14.4 Involuntary transfers may be made by the Superintendent, as the needs of the schools require.

14.4.1 When a teacher is involuntarily transferred he/she shall be given the opportunity to make known his/her wishes regarding a new assignment by submitting a list of schools in preferential order for which he/she wishes to be considered.

14.4.2 Notification of an involuntary transfer will be given to a teacher as soon as possible but not less than (20) calendar days, except in case of emergency, in advance of the intended transfer.

14.4.3 An involuntary/administrative transfer will be made only after a meeting between the teacher and the appropriate administrator/supervisor at which time the teacher shall be notified of the reason for the transfer.

Assignment Out of Field

14.5 A teacher holding a Standard or Advanced Professional Certificate who accepts a transfer to a position out of his/her teaching field to accommodate the needs of the school system shall be paid the salary he/she would have received if assigned in his/her teaching field, provided that, by the beginning of the third year, and each succeeding year, he/she presents at least six (6) semester hours of college credit toward certification in the new teaching field. The teacher so assigned shall retain his/her regular contract while teaching with a conditional certificate.

Notification of Assignment

14.6 Every teacher on active pay status shall be given a written notice of his/her proposed school assignment and general teaching responsibility, including grade(s), for the forthcoming year by the last duty day of the preceding school year and given reasons for any change. In the event that changes in the assignments must be made

after the assignments have been announced, the appropriate administrator will mail promptly a written communication to the teacher identifying the change and the reason(s) for the change. The teacher will be responsible for providing an address at which he/she can be reached.

14.6.1 No teacher will be reassigned to different teaching responsibilities unless the principal has first conferred with the teacher, giving reasons for the proposed change and has considered the teacher's input. Once a decision is made, the teacher shall be notified of the decision as soon as possible. When the teacher is unavailable for such a conference, a written communication will be mailed promptly to notify the teacher of the reassignment and the reasons for the change.

14.6.2 No changes will be made in any assignment after August 15 preceding the commencement of the school year unless an emergency situation requires same.

Identifying and Selecting Priority Transfer Teacher(s) (PTT)

PROCESS GOALS

1. To ensure a stable and highly effective teaching staff at every school.
2. To create staffing equity among schools.
3. To support school program implementation.
4. To reduce the amount of school shifting among struggling teachers; to utilize existing and developing structures in order to provide assistance to this set of teachers.

PRIORITY TRANSFERS SELECTION CRITERIA

PIT guidelines have been developed in consultation with various stakeholders and will be used by administrators when selecting teachers to be involuntarily transferred from schools due to staffing reductions/changes. The integrity of administrators and the consistent, system-wide application of these criteria will assist in ensuring that low-performing teachers and those who have recently joined a school's faculty are not transferred, thus allowing teachers to have greater continuity in their professional growth, evaluation, and assignment. Any exceptions must be approved by the principal's Executive Director, School Support and the director of staffing (or designee).

The following should be kept in mind when selecting a PTT:

- Teachers may be selected as a priority transfer only when there is not a certificated position available for them, for which they qualify, at the current school.
- When a part-time position - including one which is part of a split assignment expands to a greater FTE - the new position shall be offered to the incumbent teacher who held the part-time position if the teacher's performance is effective and the expansion is within the limits of the total staffing allotment. If the incumbent teacher is offered and refuses to accept the expanded position, then the teacher may be priority transferred so that another teacher may be assigned to the total position.
- In accordance with TABCO Master Agreement 14.3 - Involuntary/Excess priority transferred teachers may return to their former school(s) if a position becomes available at the teacher's former school on or before July 25.

To be eligible for selection as a priority transfer, teachers must meet all of the following criteria.

- **The teacher is tenured, effective August of the upcoming school year, and at current school a minimum of 3 years.**
- **Last mid-year and final evaluation are highly effective or effective.**
- **The teacher has not been on an assistance plan in the last 2 years.**

OR

A non-tenured teacher at the current school 2 years may be selected if the following criteria are met:

- **Last mid-year and final evaluation are highly effective or effective.**
- **The teacher has not been on an assistance plan in the last 2 years.**

***With the goal of stabilizing an appropriate mix of experienced and novice teachers in all schools, a principal may select a non-tenured teacher to be a PTT. The appropriate Executive Director, School Support and Director of Staffing (or designee) must approve this option.**

NOTE Prior to identifying a teacher who is currently on any type of leave as a PTT, contact the appropriate HR officer.

Human Resources Staffing Contacts 2019-2020

<i>Human Resources Recruitment & Staffing</i>	
<p>Maria Lowry, Acting Chief Human Resources Officer mlowry@bcps.org 443-809-5923</p> <p>Robina Dyer, Executive Administrative Assistant rdyer@bcps.org 443-809-5923</p> <p>Lori Greco, Clerk lgreco@bcps.org 443-809-2766</p> <p>Linda Hauer, Receptionist, Greenwood, E Building lhauer@bcps.org 443-809-4191</p>	
<i>HR Systems</i>	
<p>Ann Geisinger, Human Resources Officer ageisinger@bcps.org 443-809-8705</p>	<p>Stacy Reinsel, HR Management Analyst sreinsel@bcps.org 443-809-8933</p>
<i>Office of Position Management & Classification</i>	
<p>Geoffrey Bond, Position Management Supervisor gbond@bcps.org 443-809-8931</p>	
<p>JoAnn Keenan, HR Assistant jkeenan@bcps.org 443-809-8931 Schools A-L</p>	<p>Mary Lou Wolford, HR Assistant mwolford@bcps.org 443-809-8931 Schools M-Z</p>
<p>Bridget Bushman, HR Specialist, Classification bbushman@bcps.org 443-809-8938</p>	

BALTIMORE COUNTY PUBLIC SCHOOLS
Department of Human Resources Recruitment and Staffing

Office of Staffing (CASE, TABCO, and Non-Represented)

Homer McCall II, Director of Staffing

hmccall@bcps.org

443-809-7874

Kellie Goff, Administrative Assistant

kgoff@bcps.org

443-809-7874

Alison Cascio, HR Staffing Associate

acascio@bcps.org

443-809-4151

Executive, Administrative & Professional - Central Office (certificated) and School Based

Elementary, K-12 and Special Education Staffing Team

<p align="center">Wendy Gigler, Human Resources Officer wgigler@bcps.org 443-809-4152 <i>Early Childhood, Elementary Reading, Reading Specialists Staffing Zones 1 & 2</i></p> <p align="center">K-12: Art, ESOL, School Counselors, Social Workers, and S.T.A.T.</p>	<p align="center">Shawn Stahl, Human Resources Officer sstahl@bcps.org 443-809-4152 <i>Early Childhood, Elementary Reading, Reading Specialists Staffing Zones 3 & 4</i></p> <p align="center">K-12: Library Media, Music, Dance, Physical Education, Health Ed., School Psychologists</p>	<p align="center">Sally Barbieri, Human Resources Officer sbarbieri@bcps.org 443-809-4605 <i>Special Education Teachers (K-12), Occupational Therapists (OT), Physical Therapists (PT), Speech/Language Pathologists (SLP), Deaf & Hard of Hearing Teachers, and Behavioral Interventionists</i></p>
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Secondary and K-12 Staffing Team

<p align="center">Susan Stansbury, Human Resources Officer sstansbury@bcps.org 443-809-4146 <i>Middle School Staffing</i></p> <p align="center"><i>Liaison for Math and Science</i></p> <p align="center">K-12: World Languages (Chinese, French, Latin, Japanese, German & Spanish)</p>	<p align="center">Tiffany Harris, Human Resources Officer tharris4@bcps.org 443-809-4453 <i>High School Staffing</i></p> <p align="center"><i>Liaison for English/Reading/Drama, and Social Studies</i></p> <p align="center">K-12: School Nurses and CTE (Business Ed, School To Career, Family & Consumer Science, CISCO, JROTC, Technology Education, and Technical Programs)</p>	<p align="center">Vacant, Human Resources Officer</p>
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<p align="center">Arvilla Parham, Administrative Secretary aparham@bcps.org 443-809-4146</p>	<p align="center">C. Michelle Reinhardt, Administrative Secretary creinhardt@bcps.org 443-809-4605</p>	<p align="center">Susan Stack, Administrative Secretary sstack@bcps.org 443-809-4152</p>
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BALTIMORE COUNTY PUBLIC SCHOOLS
Department of Human Resources Recruitment and Staffing

Office of Staffing (AFSCME, ESPBC, OPE, and Non-Represented)

Michael Hodge, Director of Staffing

mhodge@bcps.org

443-809-7874

Kellie Goff, Administrative Assistant

kgoff@bcps.org

443-809-7874

Katie Griss, HR Staffing Associate

kgriss@bcps.org

443-809-7873

Executive, Administrative & Professional – Central Office (non-certificated)

Laura V. Lough, Supervisor, HR Staffing

llough@bcps.org

443-809-8952

Substitute Administrators, Miscellaneous Pay Rates, School-Based Summer Programs, School-Based Contractual Employees, Educational Options Programs, Maryland Healthy Working Families Act, Paraeducators

ShaunaKay Gordon, HR Analyst

sgordon@bcps.org 443-809-8952

West Zone (all schools),

Central Zone (Elem & Middle)

Educational Options Programs, Substitute Employees (long-term), Additional Assistants, Coaches, Lunchroom Assistants, Kindergarten Assistants, Student Workers, School-Based Summer Programs

Kelly Hammond, HR Analyst

khammond@bcps.org 443-809-8952

East Zone (all schools),

Central Zone (Elem & High)

Ashley Pescrille, HR Analyst

apescrille@bcps.org 443-809-8954

Paraeducators, Substitute Employees (daily), and School-Based Summer Programs

Joanne Wrzesinski, Clerk

jwrzesinski2@bcps.org 443-809-8954

Application and Onboarding Assistance, SmartFindExpress Help Desk

Chekesha Smith, Supervisor, HR Staffing

csmith42@bcps.org

443-809-7870

Office Professionals

Jessica Ey

Human Resources Analyst

jey@bcps.org

443-809-7872

*Food Services & Maintenance,
Non-School Based Summer
Programs*

Brad Kouyoumjian

Human Resources Analyst

bkouyoumjian@bcps.org

443-809-7872

*Construction & Improvement,
Logistics & Transportation, Non-
School Based Summer Programs*

Terrence Powell

Human Resources Analyst

tpowell@bcps.org

443-809-7872

*Facilities Operations & Grounds
Non-School Based Summer Programs*

Sharonda Sydnor, Administrative Secretary

ssydnor@bcps.org

443-809-7870

BALTIMORE COUNTY PUBLIC SCHOOLS
Department of Human Resources Recruitment and Staffing

Office of Certification

Carla Simons, Certification Supervisor

csimons@bcps.org

443-809-4147/5768

Certification, Licensure, and Human Resources Information Systems (HRIS)

Margaret Muhl, Office Secretary

mmuhl@bcps.org

443-809-4147/5768

Tuition Reimbursement and Growth Cards

Destiny Copeland, Clerk

dcopeland2@bcps.org

Certificated Employees (A-K)

Marjorie Point Du Jour, Human Resources Analyst

mpointdujour@bcps.org

443-809-4147

Certification and licensure for all certificated staff

Certificated Employees (L-Z)

I. Michelle Smith, Human Resources Analyst

ismith3@bcps.org

443-809-5768

Certification and licensure for all certificated staff

Mercedes Thompson, Certification Assistant

mthompson@bcps.org

443-809-4147/5768

Tuition Reimbursement and Growth Cards

Carole Bartels, Human Resources Assistant

Certification Staff (A-K)

cbartels@bcps.org

443-809-4162

Angela Wilks, Human Resources Assistant

Certification Staff (L-Z)

awilks@bcps.org

443-809-4148

Janice Reilly, Human Resources Assistant (Lead)

Non-Certification Staff

jreilly@bcps.org

443-809-3454

HRIS record maintenance to include responsibility factors, salary lane advancements and Loan Forgiveness Forms for all employees and Verification of Employment of separated employees.

Transfer Types

PRIORITY TRANSFER TEACHERS

- Identified on School Organization Worksheet through “position deleted/potential surplus” reason
- Inform teachers
- Reabsorbed into school as openings occur prior to and during transfer process
- Must remain at school if assignment for which certificated becomes available
 - **Reminder:** If a teacher holds certification in more than one content area, the teacher must be reabsorbed into the vacancy when any of the content areas become open prior/during the transfer process.
- On or about March 13, 2020, potential Priority Transfer Teachers will be notified by the Department of Human Resources Recruitment and Staffing to amend their DOIs to indicate at least 10 schools of choice for placement consideration.

VOLUNTARY TRANSFERS

Available for consideration/identification by principals based on:

- Declaration of Teaching Intent Forms
- Transfer Fair
- Staffing Review Meetings
- Summer Selection

BALTIMORE COUNTY PUBLIC SCHOOLS

Department of Human Resources Recruitment and Staffing

Staffing Calendar for Teacher-Level Positions - Spring/Summer of 2020

Friday, December 13, 2019 - Wednesday, March 4, 2020	Open houses scheduled at discretion of principals.
Friday, December 13, 2019	Link for the online Declaration of Teaching Intent (DOI) Form posted in the Weekly Bulletin. DOI opens and continues through July 31, 2020.
Thursday, January 30, 2020	Staffing allocations distributed to principals via e-mail from Geoff Bond. Organization worksheets available online. Executive Director, School Support will notify each principal of his/her transfer limit. The staffing booklet, and all related documents will be shared on Schoology in the HR School Based Staffing group and will be posted on the BCPS Intranet under Offices/Human Resources/Office of Staffing.
Friday, January 31, 2020 - ongoing	Initial requests for additional positions are submitted by principals (with justification, data, etc.) <i>See Additional Staffing Request Form in this booklet on Appendix p.35.</i> Committee Review of position requests for all schools continues throughout the summer hiring season. *Principals are encouraged to submit requests as soon as possible for consideration.
Wednesday, February 19 - Monday, March 9, 2020	Preliminary work sessions for HR officers to review organization worksheets, identify potential Priority Transfer Teachers (PTT) and school-based vacancies.
Thursday, February 27, 2020	Organization worksheets completed online by all principals. Executive Directors, School Support will begin to review and approve worksheets. All <i>PTT teacher forms should be submitted to Executive Director, School Support at this time if applicable.</i>
Friday, February 28, 2020	BCPS Special Education Job Fair, 9 a.m. – 3 p.m. Location: Holiday Inn, Deereco Road, Timonium 21093
Friday, February 28, 2020 – Friday, March 6, 2020	Executive Directors, School Support will review PTT forms with each principal and submit approved PTT forms to HR. Principals will make any necessary revisions to their identified PTTs and submit to their Executive Director, School Support for approval. As PTT forms and the organization plans are approved, principals <u>notify all PTTs</u> AND provide each with the Priority Transfer Job Fair information (Saturday, March 28, 2020 at New Town High School).
Monday, March 3 - Monday, March 16, 2020	Staffing Review Meetings with principals– <i>Department of HR Recruitment and Staffing – Office of Staffing.</i> Executive Directors, School Support <i>are encouraged to attend these meetings with principals and HR officers. Meeting dates and times can be found in this booklet on Appendix p. 30 and 31.</i> Desired Goal: Review staffing needs and confirm priority transfer teacher placements.
Friday, March 6, 2020	Executive Directors School Support will provide HR with any outstanding approved PTT forms. Approval of all School Organization Worksheets for instructional appropriateness should be completed electronically by Executive Directors, School Support.

BALTIMORE COUNTY PUBLIC SCHOOLS

Department of Human Resources Recruitment and Staffing

Monday, March 9, 2020	Upon the appropriate Executive Director, School Support’s approval of organization plans and potential PTT requests, principals <u>notify all PTTs</u> AND provide each with the BCPS Job Fair information by close of business on this day in order to avoid the teacher being notified by HR BEFORE he/she has received notification from the principal. The March 28, 2020 job fair will serve as the Priority Transfer Teacher Job Fair.
Friday, March 13, 2020	Department of Human Resources Recruitment and Staffing will begin to notify all identified Potential Priority Transfer Teachers to amend their DOI to indicate their 10 schools of choice for placement consideration.
Monday, March 16, 2020	Principals begin submitting Staffing Change Request Forms <i>only</i> for priority transfer teachers to fill school-based vacancies to HR officers for approval. PTTs should be identified on the Staffing Change Request Form.
Saturday, March 28, 2020	BCPS Spring Teacher Job Fair <i>Priority Transfer Teacher Job Fair for identified PTTs, Voluntary Transfer Fair, and New Hire Fair – All levels</i> All principals and/or their designee(s) must be in attendance. <i>Location: New Town High School</i> <i>4931 New Town Boulevard</i> <i>Owings Mills, MD 21117</i> Set-up begins at 8 a.m. Fair will be 9 a.m. - 1 p.m.
Monday, April 6 – Monday, April 13, 2020	SPRING BREAK
Thursday, April 30, 2020	GOAL: All PTTs will be placed.
Friday, May 1, 2020	The state of Maryland contractual deadline for <u>non-tenured</u> teachers to resign without prejudice.
Monday, May 4, 2020 (Elementary) Tuesday, May 5, 2020 (Secondary)	If necessary, Executive Directors, School Support, will meet with appropriate HR officer in the Department of Human Resources Recruitment and Staffing to recommend placement for the remaining PTTs.
Wednesday, May 6, 2020	Notification of assignment begins for priority transfer teacher placements by the Department of Human Resources Recruitment and Staffing – Office of Staffing. <i>It is an intended goal to have all priority transfer teacher placements completed and confirmed in early May. Any priority transfer teacher not placed during this time due to unavailable positions will be placed as vacancies occur.</i>
Friday, May 29, 2020	12-month Responsibility Factor forms due to Community Superintendents.
Friday, May 29, 2020	Projected date to staff all known vacancies at Priority & Title I schools.
Wednesday, June 3, 2020	Community Superintendents submit 12-month Responsibility Factor forms to the Director of Staffing.
Friday, June 12, 2020	10-month Responsibility Factor Forms due to Community Superintendents.

BALTIMORE COUNTY PUBLIC SCHOOLS

Department of Human Resources Recruitment and Staffing

Wednesday, June 17, 2020	Community Superintendents submit 10-month Responsibility Factor forms to the Director of Staffing.
Thursday, June 25, 2020	BCPS Summer Recruitment Fair, 9 a.m. – 12 noon Location: Loch Raven High
Monday, July 6, 2020	Critical-shortage area (as designated by MSDE) Retire-Rehires considered for open vacancies.
Wednesday, July 15, 2020	The state of Maryland deadline for <u>tenured</u> teachers to resign without prejudice.
Saturday, July 25, 2020	Last day for PTTs to return to their former assignment.
Monday, July 27, 2020	Lottery Date for any remaining PTTs, if necessary.
Friday, July 31, 2020	Last day for voluntary transfer.
Monday, August 3, 2020	Projected date for all teachers hired and placed for the 2019-2020 school year.
Friday, August 7, 2020	New hire teachers must be processed through HR in order to receive BCPS access/device, etc.
August 25-August 27, 2020	New Teacher Orientation Location: Perry Hall High School 4601 Ebenezer Road Baltimore, MD 21236

Questions and Answers

How do I place my name in for a voluntary transfer?

Every employee received an electronic Declaration of Intent form (DOI). You must indicate on the “DOI” your desire to voluntarily transfer from your current assignment. If you decide to transfer after the deadline for the “DOI,” then you must submit an amendment electronically.

If I put on my “DOI” that I plan to stay in my current assignment for next year, what is the last date on which I can amend my “DOI”?

You had until January 31 to submit your “DOI” so you can be included in the county-wide dissemination of the list of employees seeking transfer. After that date, you can electronically amend your form until July 31, and that information will be accessible by administrators.

If I choose to put in for a voluntary transfer, how many schools can I list on the “DOI”?

The “DOI” provides for you to list 10 schools in priority order.

After I submit my “DOI” and indicate I want a transfer, what should I do next?

*You should first prepare a resume and have copies available. When preparing your resume, it is best to request a growth chart from certification to insure they have all of your endorsements and credits applied accurately. Then you should frequently monitor the BCPS website for job vacancies, and network with colleagues in other schools to find out if schools you listed have potential vacancies. **You should plan to attend the Transfer Fair on Saturday, March 28.** You are also encouraged to call and meet with the principals in the schools you are wishing to transfer into and provide them with a resume. Principals are not required to set up interviews, but many are willing to interview potential staff. Teachers must take an active role in securing their voluntary transfer.*

What happens if I find a principal who wants me to transfer into the school and it is one of the schools I listed on my “DOI”?

These matches are considered a “perfect match,” and will likely be acted upon in late April when administrators meet with representatives from HR during “Staffing Review Week.” If it is determined through that review that you will be a “perfect match,” your transfer will be confirmed by Human Resources personnel.

When do I know I am officially transferred to a new school/site?

When you are notified by someone from the Human Resources Staff, your transfer is official. The principal or other administrators do not have the authority to make the final decision. Only the Human Resources department can finalize the transfer.

When will I know if my transfer was granted?

Master Agreement Article 14.2.5 explains the notification process of voluntary transfers. The staffing review meetings take place in mid-March, so some teachers may be notified in late May or early June as to their transfer results.

What obstacles are there in obtaining a voluntary transfer?

Voluntary transfers are considered after all priority transfers have been placed. Personnel officers recruit all year long and have “highly qualified” candidates to fill most positions. Those seeking a transfer should check in frequently with the personnel officer covering his/her school/subject area to inquire about the candidate pool and the progress on his/her transfer. It is important to keep the TABCO UniServ Director for your school informed of obstacles you run into during the transfer process so they can help members work through the process.

If I indicate that I want a voluntary transfer, am I obligated to transfer if a school is offered to me?

No, you are not obligated to accept a voluntary transfer that is offered to you by an administrator.

If I am a non-tenured teacher, can I put in for a voluntary transfer?

Non-tenured teachers must wait until the January of their third year in order to indicate on their “DOI” that they wish to transfer. Even though you are still non-tenured at this point, the transfer won’t technically take effect until the beginning of your fourth year when you will be tenured.

What does it mean to be listed as “Potentially priority transferred”?

When staffing is sent out to schools and organization charts are in turn submitted to the Assistant Superintendents, if staffing cuts occur principals must identify individual teachers as “potentially priority transferred.” If those staffing cuts are not restored, or if nobody in your area of teaching retires, resigns, or is granted a transfer, then you are the person identified to be potentially priority transferred out of the school. If you are listed as “potentially priority transferred” and a vacancy occurs in an area in which you are certified, you are then entitled to remain at the school. Principals must adhere to the outlined criteria when deciding to priority transfer a teacher. All criteria must be met, which include 1) tenured teacher, 2) the last evaluation was at least effective, 3) must have been employed at their current school for at least the last three (3) years, 4) has not been on an assistance plan in the last two (2) years (this school year and last school year) and 5) the selection is for legitimate business reasons based upon the best interests of the school’s instructional program.

When will I be notified that I am officially involuntarily transferred or priority transferred from a school?

The Department of Human Resources will send out priority transfer notification and response forms by the end of March to those individuals who were listed as “potential priority transfers” and are now actually being priority transferred. Master Agreement Article 14.3 through 14.3.6 outlines a teacher’s rights and responsibilities when excessed (priority transferred). Two important points outlined in the agreement explain that priority transferred teachers will make a priority list of those schools for which they wish to interview, and priority transferred teachers have the right to return to their current school up until July 25. If a member has any questions as to why he/she is being selected to be priority transferred, or has concerns that there are positions available in the school in which he/she is certified to teach and not given the opportunity to move into one of those positions, or if he/she has any questions about the involuntary transfer/priority transfer process, he/she should call his/her UniServ Director immediately following being identified as “potentially priority transferred” or priority transferred.

What happens if I have been involuntarily transferred/priority transferred and I have not been contacted to go on any interviews?

Members should immediately contact TABCO if by mid-May they have not been contacted by a personnel officer to go on interviews at the schools listed. It is critical to stay in touch weekly with the personnel officer that handles that area of teaching or school and make sure they have contact numbers to reach you over the summer if you haven’t been placed by the end of the school year.

If I have been involuntarily transferred/priority transferred, what happens if I have not been placed in a school assignment by July 23?

If you haven’t been placed by July 23, then your name goes into a lottery conducted by BCPS and TABCO. TABCO representatives will sit with BCPS representatives on July 27 and put everyone’s name, who hasn’t been assigned, into a drawing and decide the order of calls for the day. We then look at the list of vacancies throughout the entire county as we make each phone call. At that time the teacher is given the opportunity to pick his/her placement from the list of vacancies that still remain.

If I am involuntarily transferred/priority transferred, may I request a transfer the very next year?

Yes, you may request a voluntary transfer the very next year.

If I am currently a part time teacher and I want to move back to full time, what are my options?

Master Agreement Article 16.13.1 states, “Any part-time teacher who has requested full-time shall be considered for a position for which he/she is qualified before a new teacher may be hired for that position.” You will need to indicate your desire to move from part-time to full-time on the “DOI” and notify the personnel officer for your subject area ASAP.

<u>George Roberts, Community Superintendent,</u> <u>East Zone</u>	<u>Christina Byers, Community Superintendent,</u> <u>Central Zone</u>	<u>Dr. Racquel Jones, Community Superintendent,</u> <u>West Zone</u>
<p>Battle Grove ES Battle Monument Bear Creek ES Berkshire ES Chapel Hill ES Charlesmont ES Chase ES Chesapeake HS Chesapeake Terrace ES Colgate ES Crossroads Center Deep Creek ES Deep Creek MS Dundalk ES Dundalk HS Dundalk MS Eastern Technical HS Edgemere ES Elmwood ES Essex ES Fullerton ES General John Stricker MS Glenmar ES Golden Ring MS Grange ES Gunpowder ES Hawthorne ES Holabird MS Honeygo ES Joppa View ES Kenwood HS Logan ES Maiden Choice School Mars Estates ES Martin Boulevard ES McCormick ES Middle River MS Middleborough ES Middlesex ES Norwood ES Oliver Beach ES Orems ES Overlea HS Patapsco HS and Center for the Arts Perry Hall ES Perry Hall HS Perry Hall MS Red House Run ES Ridge Ruxton School Rosedale Center</p>	<p>Carney ES Carroll Manor ES Cedarmere ES Cockeysville MS Cromwell Valley Elementary Magnet Dulaney HS Dumbarton MS Fifth District ES Fort Garrison ES Franklin ES Franklin HS Franklin MS George Washington Carver Center for Arts and Technology Glyndon ES Halstead Academy Hampton ES Harford Hills ES Hereford HS Hereford MS Jacksonville ES Kingsville ES Loch Raven HS Loch Raven Technical Academy Lutherville Laboratory Mays Chapel ES Milbrook ES Oakleigh ES Owings Mills ES Owings Mills HS Padonia International ES Parkville HS Parkville MS Pikesville HS Pikesville MS Pine Grove ES Pine Grove MS Pinewood ES Pleasant Plains ES Pot Spring ES Prettyboy ES Reisterstown ES Riderwood ES Ridgely MS Rodgers Forge ES Seven Oaks ES Seventh District ES Sparks ES Stoneleigh ES Summit Park ES</p>	<p>Arbutus ES Arbutus MS Baltimore Highlands ES Bedford ES Campfield Early Learning Center Catonsville Center for Alternative Studies Catonsville ES Catonsville HS Catonsville MS Chadwick ES Chatsworth School Church Lane Elementary Technology Deer Park ES Deer Park Middle Magnet Dogwood ES Edmondson Heights ES Featherbed Lane ES Halethorpe ES Hebbsville ES Hernwood ES Hillcrest ES Johnnycake ES Lansdowne ES Lansdowne HS Lansdowne MS Lyons Mill ES Meadowood Education Center Milford Mill Academy New Town ES New Town HS Northwest Academy of Health Sciences Powhatan ES Randallstown ES Randallstown HS Relay ES Riverview ES Scotts Branch ES Southwest Academy Sudbrook Magnet MS Watershed Public Charter Westchester ES Western School of Technology Westowne ES Winand ES Windsor Mill MS Winfield ES Woodbridge ES Woodholme ES Woodlawn HS Woodlawn MS</p>

<u>George Roberts, Community Superintendent, East Zone</u>	<u>Christina Byers, Community Superintendent, Central Zone</u>	<u>Dr. Racquel Jones, Community Superintendent, West Zone</u>
<p>Sandalwood ES Sandy Plains ES Seneca ES Shady Spring ES Sollers Point Technical HS Sparrows Point HS Sparrows Point MS Stemmers Run MS Sussex ES Victory Villa ES Vincent Farm ES White Oak School</p>	<p>Timber Grove ES Timonium ES Towson HS Villa Cresta ES Warren ES Wellwood International School West Towson ES</p>	<p>Woodmoor ES</p>

Additional Items of Importance

It is very important for members to contact their TABCO UniServ Directors with any questions about the voluntary or involuntary process earlier instead of later. We are here to help and support our members.

Resignations

If you are considering resigning from BCPS, please contact your UniServ Director for timelines and additional information. Never sign a resignation form when asked by an administrator unless you have contacted your UniServ Director first.

Retirement

If you are planning to retire, we recommend that you contact the Benefits, Leaves and Retirement Office at 443-809-8943 prior to submitting your retirement request. In addition, we offer members the ability to consult with Tom Henry from Integrated Financial Solutions (formerly NEA ValueBuilders) at 410-480-0007 for retirement option advice. Make a final decision prior to turning in your retirement paperwork. Once you have turned in your papers you cannot change your mind.

TABCO UniServ Directors 410-828-6403

Vanessa Bliss	vbliss@mseanea.org
Sheila Harte-Dmitriev	sharte-dmitriev@mseanea.org
Ben Forstenzer	bforstenzer@mseanea.org
Danielle Jones	djones@mseanea.org
Amy Maloney	amaloney@mseanea.org
Seleste Odewole	sodewole@mseanea.org

<u>TABCO Website</u>	www.tabco.org
<u>MSEA Website</u>	www.marylandeducators.org
<u>NEA Website</u>	www.nea.org

BCPS Personnel Office Website intranet.bcps.org

- This site provides job opportunity listings, certification information, and more.
- This site also provides email addresses for personnel officers.

Membership Pays!